Event Planning Checklist

| Pre-Event |

**Ask about accommodations.**

For example, in the event registration:

1. Ask: “If you have a disability and may need some accommodation in order to fully participate, please contact ______.”
2. And/or add a checklist:

   I will need the following accommodations in order to participate:
   
   ___ Assistive listening device
   ___ Captioning
   ___ Reserved front row seat
   ___ Large print
   ___ Advance copy of slides to be projected
   ___ Wheelchair access
   ___ Wheelchair access to working tables throughout room
   ___ Scent-free room
   ___ Lactation room
   ___ Gender neutral bathroom
   ___ Diet Restrictions. List: _____________
   ___ Other: _____________

**Make sure the venue is accessible, preferably before committing to it.**

Ensure that there is:

**Parking**

___ nearby ADA designated parking.

**Route and entrance**

___ Route from ADA parking to entrance is flat and paved.
___ A ramp is available where exterior steps lead to entrance.
___ Clear signage to an accessible entrance (if main entrance is inaccessible) is present.
___ The door has a lever style handle (not a knob) and is relatively light, if the door is not automatic or held open.

**Event location**

___ The furniture is movable, or in fixed seating areas, accessible seating options are available for participants with mobility disabilities.
___ Interior walkways are wide (at least 36”).
___ There is plenty of space to maneuver around tables.
___ The lighting is good.
___ The acoustics are good, and in rooms where audio will be amplified (microphones), assistive listening devices are available for participants who are hard of hearing.
___ Reserved seating near front for participants who are deaf or hard of hearing is available.
___ Stage and projector screen is easily visible (if in use).
___ Restrooms with accessible stalls are located near event location(s).

**Marketing and promotional material should be accessible.**

1. Accessible table layouts. Tables are still the only reliable layout method for email, but they can be made accessible by adding role="presentation" to the <table> element and ensuring that content makes sense when read linearly.

2. Alternative text for images. Alternative text should be short but descriptive and should highlight the relevance of the image to your message. You can put alternative text (a) in the body of the email, (b) in an image caption, or (c) as ALT text on the image itself.
Adding AL T Text in Outlook

In Outlook, after uploading the image into your email message, right-click on the image and choose “Add alternate text.”

NOTE: Gmail doesn't provide the ability to add AL T text on images.

Descriptive hyperlinks
Make sure the link text tells users what they're clicking on--"Register for the webinar" is clearer than "Click here."

Color contrast
For people with low vision or who are color blind, effective color contrast can ensure they receive your email message. Use a color contrast tool like WebAIM Color Checker to test the contrast between text and background colors - https://webaim.org/resources/contrastchecker/

Use semantic code
Use the built-in styling tools to format lists, headings, and other elements. These add "hidden" markup that tells assistive technology users what these elements are, even when users can't see them.

Video captions
Ensure all videos are captioned.

Legible text
Avoid font sizes smaller than 14 pixels, allow for enough lineheight and paragraph space, and left-align text to improve legibility.

See more on creating accessible email at: https://webaccessibility.asu.edu/articles/email

Website
Make sure the event website meets WCAG 2.1 level AA compliance. See more on creating accessible websites at https://webaccessibility.asu.edu

Registration sites and apps: Aventri, EventBrite, YouNoodle
Event

Assign an accessibility coordinator
Assign an accessibility coordinator to be responsible for accommodations and to:
1. Help with seating
2. Ensure captioning and other technology is working
3. Maintain clear pathways
4. Work with interpreters, translators, and CART writers

Provide accessible digital copies of all presentation materials in advance so that they can be downloaded by or forwarded to individuals who may not be able to view screens or charts.

Programming

Inform presenters about accessibility requirements
Let them know upfront that all materials should be accessible.

Provide presenters with assistance
Assist presenters by providing a list of tips for making their presentation accessible. Items on this list can include:
___ Provide digital copies of meeting materials in advance so that they can be forwarded to individuals who may not be able to view screens or charts.
___ Provide printed copies of materials in a large font.
___ Captions all video used in presentations.
___ Verbally describe visual materials (e.g., slides, charts, images and graphics) and read all slide text aloud.
___ Limit movement while presenting to make it easier for someone reading lips.
___ Always use a microphone.
___ Encourage hourly breaks.
___ Organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms).

Make PowerPoint and other slide presentations accessible
___ Use a sans serif font (e.g., Roboto).
___ Use a large font size – at least 22 point.
___ Make sure slides have good contrast.
___ Text on a slide should have nothing behind it (no watermarks or images).
___ Provide "alternative text" descriptions for all images, pictures, graphics, tables, etc.
___ Keep slide text clear and concise with short sentences and bulleted phrases (about 4 lines of text and 40 words per slide).
___ Don't add text boxes, use the slide layouts provided in PowerPoint.
___ Photographs, images, clip art, graphics, maps, and charts cannot be read by screen readers; embed alt text descriptions with images and other graphic elements.
___ Don't use color to convey meaning.
___ Make sure videos are captioned.

Q&A
___ Repeat questions posted by audience.
___ Ask presenters and audience members to use a microphone.

Inclusive activities
Consider the varying abilities of your audience when selecting activities for your presentation. For example, activities such as shuffle the cards, read the card, and pull the paper from under your chair may not be possible for some attendees.
___ Polls
Event Follow-up

Feedback
Gather anonymous feedback from participants.

Recorded Sessions
If sessions are recorded, provide captions and/or transcripts.

Sources
Cornell University Event Planning - https://accessibility.cornell.edu/event-planning/
Make Presentations Accessible - https://www.w3.org/WAI/teach-advocate/accessibe-presentations/